

**RURAL RENTAL HOUSING GUIDES**

<b>Guide No.</b>	<b>Title</b>	<b>Filing Position</b>	<b>File</b>
1	Agreement for Architectural Services (Rev. 1/2000)	6	Loan
2	Apartment Condition Checklist (Rev. 11-99)		
3	Application for Apartment – Handicap Unit (Rev. 11-99)		
3a	Application for Apartment (Rev. 6-99)		
4	Pledge and Security Agreement (Rev. 7/27/01)	1	Loan
4a	Pledge and Security Agreement (Assumption) (Rev. 7/27/01)	1	Loan
5	Certification as to Litigation, etc. – Corp. (Rev. 8/01)	5	Loan
5a	Certification as to Litigation, etc. – (Corp. & Assumption) (Rev. 8/01)	5	Loan
6	Certification as to Litigation, etc. – Partnership (Rev. 8/01)	5	Loan
6a	Certification as to Litigation, etc. – Partnership & Assumption (Rev. 8/01)	5	Loan
7	RRH Loan Closing Checklist (Rev. 8/01)	3	Loan
8	Preconstruction Conference Checklist (Rev. 11-99)	3	Construction
9	Final Inspection Checklist (Rev. 11-99)	3	Construction
10	Pre-Rent Up Meeting Checklist (Rev. 8/01)	3	Loan
11	RRH Transfer Closing Checklist (Rev. 4-02)	1	Loan
11A	Transfer Worksheet (Rev. 4-02)	1	Loan
12	Conflict of Interest Statement (Rev. 11-99)	3	Loan
13			
14	Tenants Enrolled in College (Rev. 11-99)		
15	Construction Docket		
16	Consultant's Certification (Substantial Completion) (Rev. 11-99)	2	Construction
17	Consultant's Certification (For Acceptance and Final Payment) (Rev. 11-99)	2	Construction
18	Contract for Legal Services (rev. 1/2000)	5	Loan
19			
20a	Deed of Trust Attachment – Corporation (Rev. 8-02) (Subsequent Loan for Repairs)	5	Loan
20b	Deed of Trust Attachment – Corporation (rev. 8-02) (Initial Loan approved after (12-15-89)	5	Loan
20c	Deed of Trust Attachment – Corporation (rev. 8-02) (subsequent Loan for more units)	5	Loan
21a	Deed of Trust Attachment – Partnership (Rev. 8-02) (subsequent loan for repairs)	5	Loan
21b	Deed of Trust Attachment – Partnership (Rev. 8-02) (Subsequent Loan for more units)	5	Loan
21c	Deed of Trust Attachment – Partnership (Rev. 8-02) (Initial loan approved after 12-15-89)	5	Loan

<b>Guide No.</b>	<b>Title</b>	<b>Filing Position</b>	<b>File</b>
21d	Deed of Trust Attachment – Partnership (Rev. 8-02) (Consolidated Loans and Initial Loan was approved after 12/15/89)	5	Loan
22	Deed of Trust Attachment – Individual	5	Loan
23	DNR Form – Information Needed for Water and Sewer Approval (Rev. 2-00)	3	Loan
24	Docket for Sample Forms – Nonprofit (Rev. 4-02)		
25	Fidelity Bond Worksheet	7	Servicing
26	Federal Assistance Letter to Applicant (Sec. 504 Rehab. Act) (2-90)	4	Loan
26a	Federal Assistance Letter to Applicant (State Office signs)	4	Loan
27			
28	Request for Paying Authorized 515 Development Cost (Rev 11-99)		
29	Lease Agreement (Rev. 7-99)	3	Loan
29A	Addendum to Lease - Ineligible Occupancy		
30	Loan Closing Opinion – Corporation (Rev. 8/01)	5	Loan
30a	Loan Transfer Opinion – Corporation (Rev. 8/01)	5	Loan
30b	Subsequent Loan and Loan Resolution Consolidation Closing Opinion (Rev. 8/01)	5	Loan
30bReam	Reamortization, Subsequent Loan and Loan Resolution Consolidation Closing Opinion (Rev. 8/01)	5	Loan
30c	Reamortization Closing Opinion (Rev. 8/01)	5	Loan
31	Loan Closing Opinion – Partnership (Rev. 8/01)	5	Loan
31a	Loan Transfer Opinion – Partnership (Rev. 8/01)	5	Loan
31c	Subsequent Loan and Loan Agreement Consolidation Loan Closing Opinion (Rev. 8/01)	5	Loan
31cReam	Subsequent Loan, Reamortization and Loan Agreement Consolidation Closing Opinion (Rev. 8/01)	5	Loan
31d	Reamortization Closing Opinion (for Partnerships) (Rev. 8/01)	5	Loan
32	Management Plan – Nonprofit (Rev. 11-99)	3	Loan
33	Renewal of Management Plan (Rev. 7-98)	1	Servicing
34	Opinion of Counsel (Amendments to Partnership Agreements)	5	Loan
35	Partial Payment Request (Rev. 5-94)	2	Construction
36	Reamortization Processing Checklist	1	Loan
37a	RRH Processing Checklist-New Construction-Phase I(Rev. 2-02)	1	Loan
37b	RRH Processing Checklist - Subsequent Loans – Phase I (Rev. 2-02)	1	Loan
38a	Loan Docket Development Checklist – Not-for-Profit (Rev. 2-02)	1	Loan
38b	Loan Docket Development Checklist – Limited Profit (Rev. 2-02)	1	Loan
39			
40	Rules and Regulations – Non-profit (Rev. 4-86)	3	Loan
41	Site Evaluation Sheet (Rev. 4-02)	8	Loan

<b>Guide No.</b>	<b>Title</b>	<b>Filing Position</b>	<b>File</b>
42	MFH Proposed Budget Review	5	Servicing
43	Waiting List		
44	515 Post Authorization Site Evaluation (Rev. 4-02)	8	Loan
45	Report on Prepayment (Rev. 11-99)	3	Loan
46	Documentation for Waiver of Public Bidding (Rev. 11-99)	6	Loan
47	Maximum Debt Limit Statement (Rev. 11-99)	2	Loan
48	Rental Housing Audit, Compilation or Verification (Rev. 7/02)		
49			
50	Interest Rate Statement	2	Loan
51	Environmental Impact Finding, Exhibit I of RD Inst. 1940-G	3	Loan
51a	Environmental Impact Finding (S/O Use Only)	3	Loan
52	Checklist for Withdrawal of Initial 2% O&M (Rev. 1-2000)	5	Servicing
53	Area Office Documentation for Eligibility (Rev. 1-2000)	3	Loan
54	Change in General Partners	3	Loan
54A	Certification by Withdrawing General Partner(s) (4-2003)	5	Loan
54B	Assumption of Original or Withdrawing Partner's Obligations (4-2003)	5	Loan
54C	Opinion of Counsel (4-2003) (Transfer of General Partnership Interest)	5	Loan
54D	Certification as to Litigation, Indebtedness, Etc. (4-2003)	5	Loan
55	Vacancy Notice (4-93)	6	Mo. Report
56	Reserve Withdrawal Request (Rev. 5-02)	5	Servicing
57	Tracking Log (Rev. 9-01)	2	Mo. Report
58	Applicant/Tenant Statement of Income, Assets and Deductions (rev. 6-99)		
59	Guidelines for Cost Certification – RD 1924-13 (Rev. 11-99)	6	Loan
60	Acknowledgement of Commitment Letter for Interim Financing (Rev. 11-99)	5	Loan
61	Checklist for MFH Yearend Analysis (Rev. 10/01)	5	Servicing
62	SMR Checklist	5	Servicing
63	Renewal of Management Agreement (Rev. 7-98)	1	Servicing
64	515 Exterior Physical Inspection Report (Rev. 11-99)	6	Servicing
65	Annual Status Report of General and Limited Partners for Fiscal Year	5	Loan
66	Annual Status Report of Corporations for Fiscal Year	5	Loan
67	Annual Status Report for General Partnership for Fiscal Year	5	Loan